



PENNSYLVANIA STATE POLICE
DEPARTMENT DIRECTIVE

SUBJECT: GRIEVANCES FILED BY PERSONNEL

32.01 PURPOSE

It is the policy of the Department to afford personnel an opportunity to resolve grievances. By utilizing the appropriate grievance procedures, grievances may be resolved in a fair and orderly manner. This regulation consolidates and summarizes information on the correct procedures for personnel filing grievances, supervisors receiving grievances, and the responsibilities of personnel involved in processing grievances.

32.02 GENERAL

- A. The requirements for filing grievances and the procedure by which grievances are processed are controlled by the terms of various Collective Bargaining Agreements (CBAs) and Department regulations. Because there are various CBAs, which cover most Department personnel, the grievance procedure is not the same for all personnel. While Appendages A, B, D, and G contain summaries of the various grievance procedures, affected personnel shall refer to the appropriate CBA for complete instructions on those grievance procedures.
- B. In order to assist the Labor Relations staff of the Bureau of Personnel, a copy of any grievance received and all grievance responses shall be forwarded to the Bureau of Personnel, Director, Personnel Management Division, within ten calendar days after receiving or responding to the grievance.
- C. Certain regulations, e.g., FR 4-1, FR 5-1, AR 4-4, etc., contain appeal procedures which must be followed in lieu of the individual filing a grievance.

32.03 MEMBERS

Members have two grievance procedures available to them, contractual (Appendage A) and noncontractual (Appendage B).

32.04 AFSCME PERSONNEL

The Department employs AFSCME personnel covered by two distinct CBAs. AFSCME personnel who are considered supervisory are covered by the Master Memorandum. AFSCME personnel, other than supervisory personnel, are covered by the Master Agreement. For the most part, the grievance procedures of the Master Agreement and the Master Memorandum are similar (Appendage D).

32.05 LIQUOR ENFORCEMENT PERSONNEL

Enforcement Officer Supervisors, called Enforcement Officer 3s, (EO3s) are covered by a Memorandum and Liquor Enforcement Officers (LEOs) are covered by an Agreement. For the most part, the grievance procedures of the CBAs are similar (Appendage G).

32.06 DOCUMENTATION RETENTION

A. Bureau of Personnel:

The Bureau of Personnel, Personnel Management Division, shall be responsible for maintaining all documentation on grievances concerning Department personnel. Copies of grievances and their responses, appeals, and resolutions shall be maintained in a secure filing cabinet separate from the individual's official personnel folder. Access to grievance files shall be limited to personnel within the Bureau of Personnel, Troop/Bureau Labor Relations Coordinators, and Troop Commanders/Bureau Directors, or their designees. Grievance documentation shall be retained at least as long as the member or employe is active.

B. Troops or Bureaus:

Troop, Bureau, or Office Labor Relations Coordinators shall be responsible for maintaining all documentation on grievances received from their Troop or Bureau personnel. Copies of grievances and their responses, appeals, and resolutions shall be maintained in a secure filing cabinet at the Troop, Bureau, or Office Headquarters, separate from the individual's Troop/Bureau personnel file. Access to grievance files shall be limited to Troop, Bureau, or Office Labor Relations Coordinators; Personnel Management Division personnel; and Troop Commanders, or Bureau or Office Directors, or their designees. Grievance documentation may be retained as long as the member or employe is active but, at a minimum, shall be retained for five years.

32.07 TRACKING AND REPORTING SYSTEM

The Bureau of Personnel, Personnel Management Division, shall establish a filing and tracking system for all grievances. This information shall be incorporated into an annual report analyzing the number, location, and subjects grieved by personnel. The report shall be based on a fiscal year and submitted to the Deputy Commissioner of Administration by August 31 of each year.